

Guidelines For Using Family Income Criteria in Determining Student Eligibility for The State-Funded Virginia Preschool Initiative (VPI) and Best Practices for Implementing a Local Eligibility Process

Fiscal Year 2024 (2023-2024 School Year)

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DRAFT PENDING FINALIZATION OF APPROPRIATIONS ACT



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Purpose

These guidelines provide assistance with implementing and meeting the income-based and locally established at-risk student eligibility criteria and reporting requirements for the state-funded VPI program by:

1. Providing General Assembly Appropriation Act language related to student eligibility for VPI;
2. Establishing a poverty level of income with which to apply the income eligibility criteria;
3. Establishing a definition of family income and what to include as family income;
4. Establishing processes for verification of family income based on source documents in qualifying students to attend state funded VPI programs;
5. Using locally determined at-risk criteria; and
6. Providing best practices for implementing an eligibility process for VPI.

Appropriation Act Language and Student Eligibility Criteria

Each year the General Assembly approves an annual Appropriation Act, which sets forth requirements for the VPI program. The language related to specific student eligibility criteria for participation in the state funded VPI is below.

Intent of the VPI Program

...provide quality preschool programs for at-risk four-year-olds who are residents of Virginia and unserved by Head Start program funding and for at-risk five-year-olds who are not eligible to attend kindergarten, or who did not have access to a sufficient preschool experience and whose families request preschool as the most appropriate placement...

Head Start

... not be used to supplant any Head Start federal funds provided for local early education programs, and not be used until the local Head Start grantee certifies that all local Head Start slots are filled...

Note: To meet this requirement divisions should work with the local Head Start to ensure application and enrollment is a collaborative process.

VPI Three-Year-Olds

Localities may apply to participate by May 15 each year and shall be selected on a competitive basis. Localities shall be required to: (i) demonstrate broad stakeholder support, (ii) track outcomes for participating children, (iii) demonstrate how they will maximize federal and state funds to preserve existing birth to five slots, including certifying that all local Head Start slots are filled, (iv) support inclusive practices of children with identified special needs, and (v) collaborate among the school division, local department of social services, programs accepting child care subsidy payments, and providers for Head Start, private child care, and early childhood special education and early intervention programs. Localities that meet the following characteristics shall be prioritized for participation: (i) communities with limited childcare options; (ii) programs serving children in private, mixed-delivery settings; or (iii) communities that demonstrate full support of public and private providers.

Note: School divisions should consider applying for VPI three-year-olds this year. Selected divisions will use the General Eligibility Criteria below for VPI 3- and 4-year-olds (filling 15% of slots using local criteria or more if division was approved for a Waiver to Increase Use of Local At-Risk Criteria).

School divisions interested in serving Three-Year-Olds for 2023-2024 will complete the application as a part of the May 15 VPI Spring Application in SSWS.

General Eligibility Criteria:

Local plans must indicate the number of at-risk four-year-old children to be served, and the eligibility criteria for participation in this program shall be consistent with the economic and educational risk factors stated in the current program guidelines that are specific to:

- (i) family income at or below 200 percent of federal poverty guidelines,*
- (ii) homelessness,*
- (iii) student's parents or guardians are school dropouts, or*
- (iv) children with disabilities or delays who are eligible for special education services under the Individuals with Disabilities Education Act, regardless of household income.*

Up to 15 percent of a division's slots may be filled based on locally established eligibility criteria to meet the unique needs of at-risk children in the community. Divisions may also submit a local eligibility waiver if needed to meet the needs of their community (see below).

Note:

- **Qualifying based on Income:** Guidelines on establishing a poverty level based on income can be found in section III, section IV and section V of this document.
- **Qualifying as Homelessness:** Please see the [definition for homelessness](#) provided on Project-Hope for Virginia's website (authorized under the federal McKinney-Vento Homeless Education Assistance Act).
- **Qualifying as Parents/Guardians** that did not complete high school: According to the 2013-2017 American Community Survey, over 700,000 Virginia adults do not have a high school diploma or high school equivalency credential, and many more lack literacy in key areas such as math or workforce preparation skills. A question asking if parent/guardian has a high school diploma or a GED on a VPI Application Form (see sample in Appendix) can assist with eligibility determination.
- **Qualifying based on disability or delay:** meeting disability or delay criteria is defined as a student having a current Individualized Education Program (IEP) regardless of income
- **Qualifying using Locally Established Eligibility Criteria and Eligibility Waiver:** Up to 15 percent of a division's slots may be filled based on locally established eligibility criteria to meet the unique needs of at-risk children in the community. If applicable, local plans must also indicate the number of at-risk three-year-old children to be served using the same eligibility criteria listed above.
- Localities that can demonstrate that more than 15 percent of slots are needed to meet the needs of at-risk children in their community may apply for a waiver from the Superintendent of Public Instruction to use a larger percentage of their slots. Localities must demonstrate that increasing eligibility will enable the maximization of federal funds and will not have a negative impact on access for other individuals currently being served.
 - **Note:** The Waiver to Increase Use of Local At-Risk Criteria will be available through the VDOE's Single Sign-on for Web Systems (SSWS) during three different submission windows each spring, summer, and fall. Additional information will be shared with VPI Coordinators. Additional information on locally established eligibility criteria can be found in section VI of this document.
- All VPI students must be determined eligible based on one of the criteria above, regardless of age or setting.

Eligibility Reporting Requirements for Divisions

Reporting on Income

The Department of Education is directed to compile from each school division the aggregated information as to the number of enrolled students whose families are (i) at or below 130 percent of poverty, (ii) above 130 percent but at or below 200 percent of poverty, (iii) above 200 percent but at or below 350 percent of poverty, and (iv) above 350 percent of poverty. The Department shall report this information annually, after the application and fall participation reports are submitted to the Department from the school divisions to the Chairmen of House Appropriations and Senate Finance Committees.

Note: Income information must be collected from and reported on for all students regardless of how they were found eligible.

Reporting on Inclusion of Students with Disabilities

Programs shall meet or exceed a target inclusion rate, such that 10 percent of all children participating in the Virginia Preschool Initiative are children with disabilities, defined as those with an Individualized Education Plan, and are served in inclusive classrooms that include children who do not have an Individualized Education Plan. A program that is unable to meet this target shall provide reasons a 10 percent inclusion rate was not achieved in the given school year in its annual comprehensive report.

Note: As a part of their VPI Local Plan submitted each spring, school divisions will provide their plan for supporting inclusive practices for children with special needs. State funding to support VPI programs is intended for all at-risk four-year-old children, including those who have an Individualized Education Program (IEP) or those who may later be identified as a child with a disability requiring special education and related services. It is an expectation that children with disabilities will be included in VPI classrooms.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) require that all early childhood programs make reasonable accommodations to provide access for children with disabilities or developmental delays.

I. Establishing a Poverty Level of Income Based on Federal Poverty Guidelines

2023 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Persons in Family/Household:	100% of Poverty Guideline:
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560

*For families/households with more than 8 persons, add \$5,140 for each additional person. Source 2023 [U.S. Federal Poverty Guidelines](#).

2023 Poverty Guidelines Percentage Thresholds – for Applying the Family Income Eligibility Criteria and Reporting Requirements for VPI as Stated in the Virginia Appropriation Act			
Persons in family/household	FY24 Poverty Guidelines Percentage Thresholds Applicable to VPI Requirements		
	130%	200%	350%
1	\$18,954	\$29,160	\$51,030
2	\$25,636	\$39,440	\$69,020
3	\$32,318	\$49,720	\$87,010
4	\$39,000	\$60,000	\$105,000
5	\$45,682	\$70,280	\$122,990
6	\$52,364	\$80,560	\$140,980
7	\$59,046	\$90,840	\$158,970
8	\$65,728	\$101,120	\$176,960

II. What to Include as Family Income in Determining Student Eligibility for VPI and for VPI Reporting Requirements

- **Include** gross money income, before taxes. Partial year income (i.e., single pay period, monthly, etc.) information must be annualized for an estimate of annual family income.
- **Include** as income:
 - employment earnings
 - unemployment and workers' compensation payments
 - veterans' benefits payments
 - survivor benefit payments
 - pension or retirement income
 - interest and dividends
 - rents and royalties
 - income from estates and trusts
 - income from educational assistance, alimony, and child support
 - financial assistance from outside the household
- **Do not** include noncash benefits such as Supplemental Nutrition Assistance Program (SNAP) (i.e., food stamps), Medicaid, public housing, housing subsidies, or military allowances (e.g., housing allowance).
- **Do not** include capital gains or losses.
- **Based on the income items listed in the bullets above in this section, only include as "family income" the total annual income of the child's "parent" or "parents" as those terms are defined in Section 22.1-1, Code of Virginia, as the "parent, guardian, legal custodian, or other person having control or charge of a child." Do not include as "family income" the income of other immediate or extended family members living in the household or non-relatives in the household, such as housemates.**

III. How to Certify/Verify Annual Family Income for Determining Student Eligibility for VPI and Reporting Requirements

Income verification is the process of verifying family income at the time of application based on review and approval of original source documentation demonstrating income.

- Annual family income is documented on VPI enrollment applications through “income verification” as specified in this section.
- Partial year income information (i.e., single pay period, monthly, etc.) must be annualized for an estimate of annual family income.
- **VPI income eligibility** can be verified for a family if a **parent/guardian** qualifies for any of the following public assistance programs: Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Medicaid, or Supplemental Nutrition Assistance Program (SNAP). Official documentation (e.g., award letter, Notice of Action, SNAP card) must be used to verify VPI income eligibility.

Documents for Income Verification:

- For income verification, use original source documents such as employee pay stubs/earnings notices, income tax returns, employer W-2 forms, and public assistance program payment documentation (for programs such as those listed in Section II.) in verifying annual family income to determine student eligibility for VPI.
- Documents containing income information must be considered and treated as sensitive and confidential personally identifiable information. While school divisions may choose to receive copies of such information and maintain the records in their files according to the state records retention policy, divisions may also review and approve such documentation at the time of registration/application and then return the documents directly to the parent/guardian without receiving and maintaining the documents in the division records.
- Whether or not income documents are received and maintained on file by the school division, VPI personnel and the parent/guardian must certify by their signatures on the application form which specific document(s) were provided and reviewed in making the VPI income eligibility determination and that the information on the documents met the income eligibility requirements.
- If copies of the income documents are maintained on file by the school division and not returned to the parent/guardian, they must be handled and stored in a secure manner preventing unauthorized access and disclosure. The information must only be accessible to personnel with responsibility for making student eligibility decisions for the VPI program.
- If a family indicates that there is no income or cannot provide income documentation the **VPI No Income Documentation Form** (see Appendix).

Children Living in Foster Care or with Other Relatives:

- In the case of children in foster care, student eligibility should be based on the income of the custodial parent(s) (if known) and not on the income of the foster parents that serve as temporary custodians. Where family income documentation may not be available for verification, VPI program personnel may make reasonable efforts to contact the custodial parent(s) to obtain an estimate of annual family income. Alternatively, the foster parent or foster entity enrolling the student in the VPI program may certify by signature as to an estimate of the student’s family income based on the income of the student’s custodial parent(s).
- When a student enrolling in VPI lives with a grandparent(s) or other relative, student eligibility should be based on the income of the grandparent or other relative only when they have permanent custody of the child; otherwise, use the income of the custodial parent(s) in determining student eligibility. Alternatively, the grandparent(s) or other relative that has permanent custody may provide a certification by signature as to an estimate of the student’s family income based on the income of the student’s custodial parent(s).

Use of Free or Reduced-Price Lunch Eligibility Status for Determining VPI Eligibility:

- Please note that the ability to use a student's Free or Reduced-Price Lunch eligibility status to determine VPI eligibility may have limited application since, at the time of VPI application, few preschool-aged children will have gone through the Free or Reduced-Price Lunch eligibility process since they are just entering the public education system and likely have not participated in programs where the National School Lunch program is offered; thus, they are not likely to have a Free or Reduced-Price Lunch eligibility determination at the time of VPI application/enrollment.
- Since income eligibility for the National Free or Reduced-Price Lunch program is based on 130 percent of poverty (for Free) and 185 percent of poverty (for Reduced), which are lower income thresholds than the income eligibility criteria for VPI, or Free-Reduced Lunch eligibility is based on participation in other income-tested programs such as SNAP or TANF, a student's Free or Reduced-Price Lunch eligibility status ("yes" or "no" only) may be used at the time of VPI application/enrollment to determine the student's eligibility for VPI.
- Only personnel with responsibility for making student eligibility decisions for the VPI program should be provided a student's Free or Reduced-Price Lunch eligibility status; this information must be treated as confidential personally identifiable information and must not be disclosed or released outside of the VPI program except for the purpose of qualifying students for other preschool programs operated by the school division (e.g., Head Start, Title I preschool). However, parental permission should be obtained in order to use Free-Reduced Lunch eligibility status information for other preschool program eligibility determinations. Parents/guardians may grant this permission on the school division application form.
- The VPI personnel requesting the Free or Reduced-Price Lunch eligibility information must sign and submit a completed Memorandum of Understanding (MOU) to the division school nutrition programs office prior to receiving the eligibility status information.
- When students are determined eligible for VPI based on their Free or Reduced-Price Lunch eligibility status, the division must accurately report those students within the correct income range per the Appropriation Act reporting requirements (see d.2 on page 1).
- Parents/guardians may not be required to complete a school meal application form specifically for the purpose of determining student eligibility for VPI.

IV. Locally Determined At-Risk Criteria

School divisions have the opportunity to consider factors, other than families' income levels, that might affect children's risk factors for entering school ready. Local eligibility criteria may be established to meet the unique needs of at-risk children within their community.

All divisions may use locally established eligibility criteria for up to 15% of their VPI slots. Divisions may apply for a waiver via SSWS to increase the percentage of children served through locally established eligibility criteria to be above 15%.

The key question to consider in determining a localities local eligibility criterion is "What other factors in our community are attributing to children's readiness for kindergarten?" Historically, some school divisions have reported the following local at-risk criteria to the VDOE.

- Abuse/Trauma: A family member suffers from abuse including all forms of trauma and/or adverse childhood experiences.
- Single Parent: Single parent home
- Foster/Welfare: Child is in foster care or at risk based on involvement in the child welfare system.
- ELL: Child is English Language Learner
- Incarceration: A parent is incarcerated
- Military Deployment: A parent is on military deployment
- In Loco Parentis: Child is raised by relatives other than parents
- Enrolled in Medicaid

V. Best Practices for Implementing and Eligibility Process for VPI

When verifying eligibility of children for VPI programs based on the families' income levels or locally established at-risk criteria it is critical to establish a clear systematic process, guide families through completion of the process, and annually train local staff to determine eligibility consistently.

The following guidance provides best practices for implementing a local eligibility process.

Establish a Clear Systematic Process

1. **Communication:** Always engage community early childhood providers in the recruitment and registration process. Collaboration with Head Start programs to provide a single point of entry and registration process for families is critical for maximizing resources. Determine where families in the community regularly receive announcements, news, and information. Use these avenues to spread the word about the VPI program and registration opportunities. Always provide written and verbal communication in the home languages of families served.
 - School and division websites
 - Social media accounts (Facebook, Twitter, etc.)
 - Recorded voice messages to parents
 - Text messages to parents
 - Printed notes/fliers sent home
 - Brochures in main office
 - Posters throughout buildings
 - Billboards
 - Single point of entry registration w/ Head Start
 - Ask school bus drivers to be alert for 4-year-olds at the bus stop and hand VPI registration flyer to parent
 - Partner with school division's Child Find staff in locating at-risk preschool students
 - Flyers and posters distributed in key locations throughout the community (e.g., stores, cell phone companies, restaurants, pharmacy)
 - Engage local partners in conversations, share printed materials for posting/distribution and ask for referrals
 - County/City Government (Social Services, Health Dept., Parks and Recreation, Treasurer, Utilities, Housing and Redevelopment, Employment Commission)
 - Military bases (contact base commander; check base childcare centers)
 - Smart Beginnings chapters/Virginia Early Childhood Foundation
 - Adult education providers (GED, ELL, etc.)
 - Senior-focused centers programs (grandparent guardians)
 - Community Colleges/Universities (info to counselors, admissions and financial aid offices)
 - Community Services Board (CSB)
 - Community based organizations (Chamber of Commerce, Rotary, Kiwanis, Knights of Columbus)
 - Childcare providers with waiting lists
 - Local charities (food pantry, shelters, free clinics, Salvation Army, Goodwill)
 - Pediatricians, family physicians, & free clinics
 - Churches and places of worship
2. **Application Form:** Provide families with an initial Application Form (sample provided in Appendix) in their home language via online and paper. The Application Form is submitted by email, postal service, or in person to trained staff.
 - a. Trained staff are available via phone or in person to answer questions regarding the program, eligibility requirements (income and local at-risk criteria), and completion of the Application Form. Provide families assistance using their home languages.

- b. Trained staff review completed Application Forms and send families a flyer (email, postal service) in their home languages announcing VPI Registration Dates with title and description of documents that must be brought with them to registration (e.g., child's birth certificate, proof of income documents, proof of residency documents).
3. **Registration Dates:** Provide families with a wide variety of days and times (evenings, weekends) to meet with trained school staff to complete the VPI Income Verification Form (sample provided in Appendix) using the required income documents provided by the family. If families cannot attend a registration date, schedule a separate time to meet with a trained staff member.
4. **Selection Process:** A second staff member reviews completed Income Verification Forms with income documentation (including any requested documentation for local at-risk criteria) to check for accuracy and parent/guardian signature and staff signature before final selections are made and families are informed of acceptance or non-acceptance into the program.

Provide families with clear communication regarding when final eligibility and selections will be made for the program. Many programs provide final communication to families after most of the recruitment and registration efforts have been completed (e.g., late spring/early summer). Communicate with all families after final selections have been determined (child eligible and accepted, child not eligible, child eligible but placed on wait list).

5. **Wait Lists:** If all classroom slots are filled, keep an ongoing and updated wait list of eligible (income/local criteria) children with their families contact information. In case families move or contact information changes, encourage families to check back with the staff periodically for any openings in the program.
 - Note that in 2023-24, divisions that report a VPI waitlist on the Spring VPI Application may receive additional VPI slots to be used. Divisions will be notified by July 1 as to availability of redistributed slots.
6. **Guide Families through Completion of the Process**

Throughout the registration and income verification process, families may need ongoing assistance in submitting required documents and completing forms. Develop a process to touch base with families who have started, but not completed, the registration process.
7. **Provide Annual Staff Income Verification Training**

Staff members verifying eligibility for VPI should be trained in the process annually to ensure consistency and accuracy. Training should include the following topics:

 1. Program Components (e.g., school calendar, daily start/stop time, transportation)
 2. Eligibility Requirements
 3. Application Form
 4. VPI Income Verification Form & Documentation
 5. Local Criteria Used for Risk Factors

Reminders on Common Questions – Three-Year-Olds

- Three-year-olds may be requested during the May 15 Spring VPI Application Process.
- Three-year-olds do NOT “count” towards a division allocated 4-year-old slots. They are in addition.
- Three-year-olds use the same eligibility criteria (including income, disability, family factors, and local-eligibility criteria).

VI. Appendix

Sample VPI Application Form

Child's First, Middle and Last Name:	Child's Birthdate	Mother or Legal Guardian Name:	Father or Legal Guardian Name:
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Parental Status (Legal Custody of Child):	Child Lives with:	Address	Address
<input type="checkbox"/> Mother <input type="checkbox"/> Father	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Sole Custody:	Physical Custody:	Joint Custody:	Day Phone Number(s):
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Evening Phone Number(s):	Email Addresses	# of members in family:	# of members in household:
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Is your family currently receiving any of the following forms of income and/or assistance? (Check all that apply).

<input type="checkbox"/> TANF (Temporary Assistance for Needy Families)	<input type="checkbox"/> SSI (Supplemental Security Income)	<input type="checkbox"/> Unemployment Benefits
<input type="checkbox"/> Child Support	<input type="checkbox"/> Daycare Assistance	<input type="checkbox"/> Food Stamps (SNAP)
<input type="checkbox"/> WIC (Women, Infants, & Children)	<input type="checkbox"/> Alimony/Spousal Support	<input type="checkbox"/> Disability
<input type="checkbox"/> Social Security	<input type="checkbox"/> Scholarships/Grants	<input type="checkbox"/> Section 8/Subsidized Housing
<input type="checkbox"/> Utility Assistance	<input type="checkbox"/> VA Benefits	<input type="checkbox"/> Rental Income

Do any of the following situations apply to your family? (Check all that apply).

<input type="checkbox"/> Homeless or living in shelter	<input type="checkbox"/> Living with relatives or others due to loss of housing or economic hardship	<input type="checkbox"/> Living with relatives or others by choice
<input type="checkbox"/> Unsafe or unhealthy environment	<input type="checkbox"/> Abusive home	<input type="checkbox"/> Child's mother does not have high school diploma or GED
<input type="checkbox"/> Child's father does not have a high school diploma or GED	<input type="checkbox"/> Child's mother is currently incarcerated	<input type="checkbox"/> Child's father is currently incarcerated
<input type="checkbox"/> Active-duty military	<input type="checkbox"/> In need of emergency food/shelter	<input type="checkbox"/> Disabled parent/legal guardian

Child History and Specific Information. (Check all that apply).

Child's First, Middle, and Last Name:	Click or tap here to enter text.
<input type="checkbox"/> Current IEP	<input type="checkbox"/> Referral by Pediatrician for Speech or Developmental Delay
<input type="checkbox"/> Evaluated or Child Find/Early Intervention or another agency	

Click or tap here to enter text.

Click or tap here to enter text.

Parent/Guardian Signature**Date**

Sample VPI Income Verification Form

CONFIDENTIAL INFORMATION (Only if submitted)

Include total gross annual income (before taxes) of the child's parent or parents (defined as parent, guardian, legal custodian, or other person having control or charge of the child – see VPI Income Criteria Guidelines)

Parent/Guardian (P/G) #1:

Weekly	X 52	= Annual Income
Every 2 weeks	X 26	= Click or tap here to enter text.
Twice a month	X 24	= Click or tap here to enter text.
Monthly	X 12	= Click or tap here to enter text.
Other Income	Click or tap here to enter text.	= Click or tap here to enter text.

Parent/Guardian (P/G) #2:

Weekly	X 52	= Annual Income
Every 2 weeks	X 26	= Click or tap here to enter text.
Twice a month	X 24	= Click or tap here to enter text.
Monthly	X 12	= Click or tap here to enter text.
Other Income	Click or tap here to enter text.	= Click or tap here to enter text.

Total Household Income

#1 P/G Income:	#2 P/G Income:	Other Income:	Total:
Click or tap here to enter text. (+)	Click or tap here to enter text.(+)	Click or tap here to enter text.(=)	Click or tap here to enter text.

VERIFICATION OF INCOME

Staff Member Income Verified by:
(Please print)

How Verified:

☐ W-2 Form ☐ Tax Forms ☐ Pay Stubs (Salary) ☐ SSI Verification ☐ SNAP Verification ☐ TANF Verification
☐ Written statement from employer ☐ Child Support ☐ Social Security Benefits/Unemployment/Other

Number of people in household:

Children	Adults	Total
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Are you currently working for the same employer as documented on the W-2/tax form?

- P/G #1: ☐ Yes ☐ No
- P/G #2: ☐ Yes ☐ No

(If either P/G answered “No” above, current income information is needed to determine income eligibility.)

Do you have any other forms of income not reported on this document, such as rental income, trust fund, etc.?

- P/G #1: ☐ Yes ☐ No
- P/G #2: ☐ Yes ☐ No

CERTIFICATION

I certify that all of the above information is true and correct, and that all income is reported (if submitted). I understand that if any of this information changes, I am obligated to notify the program immediately. I understand that the school/program will receive state funds based on the information I give. I understand that deliberate misrepresentation of any of this information may disqualify my child from being considered for a preschool program.

Click or tap here to enter text.

Click or tap here to enter text.

Signature of Parent/Guardian (Required for Consideration)

Date

Click or tap here to enter text.

Click or tap here to enter text.

I verify that I have examined ALL information (Staff Signature)

Date

Click or tap here to enter text.

Click or tap here to enter text.

STUDENT NAME

Virginia Preschool Initiative Declaration of No Income or No Documentation of Income Form

Parent(s)/Guardian(s) Name(s)	Click or tap here to enter text.
Child's Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.

Check which of the below applies to your current situation:

- ☐ I certify that I had no income of my own in the last 12 months.
- ☐ I certify that at this time I cannot produce evidence of my income.

Indicate how you provide for the following (savings, assistance from family, cash earned):

Housing:	Click or tap here to enter text.
Food:	Click or tap here to enter text.
Transportation:	Click or tap here to enter text.

If you indicate that you have income but cannot verify the income with documentation, indicate the income source and the amount below:

Source of Income	\$ Amount
Social Security	\$ Click or tap here to enter text.
SSI	\$ Click or tap here to enter text.
TCA	\$ Click or tap here to enter text.
Child Support	\$ Click or tap here to enter text.
Other (cash earned, etc.)	\$ Click or tap here to enter text.
Total	\$ Click or tap here to enter text.

All sections must be complete to determine your family's eligibility. All information will be held in strict confidence as is available to you during normal business hours.

I certify that the information provided to support this information is accurate and truthful to the best of my knowledge. I understand that program staff will verify this information and that deliberate misrepresentation may result in withdrawal from this program.

Parent Guardian Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
Staff Signature/Title:	Click or tap here to enter text.	Date:	Click or tap here to enter text.

Virginia Preschool Initiative Local Student Eligibility Due to COVID-19 Impact 2022-2023 School Year Local Eligibility Criteria

Parent(s)/Guardian(s) Name(s)	Click or tap here to enter text.
Child's Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.

Virginia recognizes that COVID-19 has had a negative impact on many young children and families. Please check which of the below applies to your family's current situation due to impact of COVID-19:

- ☐ Termination of employment of one or both parent(s)/guardian(s)
- ☐ Furlough from employment without pay for an extended period for one or both parent(s)/ guardian(s)
- ☐ Parent/guardian resigned from employment due to lack of childcare services
- ☐ Loss of child support payments due to termination of employment
- ☐ Negative impact on household budget due to "catching –up" by paying accumulated rent and utility payments that were temporarily suspended during COVID-19 outbreak

- ☐ COVID-19 illness of a family member
- ☐ Death of a family member due to COVID-19
- ☐ Household or family has experienced hardship as a result of parent or guardian being considered essential personnel related to COVID-19 support
- ☐ Child's behavior and/or mental health has been significantly impacted by COVID-19

I certify that the information provided above is accurate and truthful to the best of my knowledge. I understand that misrepresentation may result in withdrawal from this program.

Parent Guardian Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
Staff Signature/Title:	Click or tap here to enter text.	Date:	Click or tap here to enter text.

For purposes of this document only, essential personnel are the first-responders, health care workers, and others who help maintain the health, safety, and welfare of the Commonwealth's residents. Here are examples of essential personnel:

- *Providers of healthcare including, but not limited to, workers at clinics, hospitals, Federally Qualified Health Centers, nursing homes, long-term care/post-acute care facilities, respite houses, and emergency medical services;*
- *Essential government employees including public health employees and employees who oversee or support all the other functions included in this list;*
- *Criminal justice personnel including those in law enforcement, courts, and correctional services;*
- *Police, firefighters, and military;*
- *Employees who operate shelters or other essential services for adults, children and families;*
- *Employees who ensure continuity of basic services such as electricity/gas, water, internet, plumbing, sanitation and garbage removal;*
- *Employees who ensure essential transportation including public transportation, trucking and health care-related transportation;*
- *Employees who ensure essential food, pharmaceutical and supplies access (e.g., grocery, food bank, feeding programs, drug store, hardware store); and*

- *Staff and providers of childcare and education services (including custodial and kitchen staff and other support staff) for children of other essential personnel.*